



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
The SEC Headquarters
7907 Makati Avenue, Salcedo Village,
Barangay Bel-Air, Makati City, 1209, Metro Manila

COMPANY REG. NO. CN201113670

CERTIFICATE OF FILING OF AMENDED BY LAWS

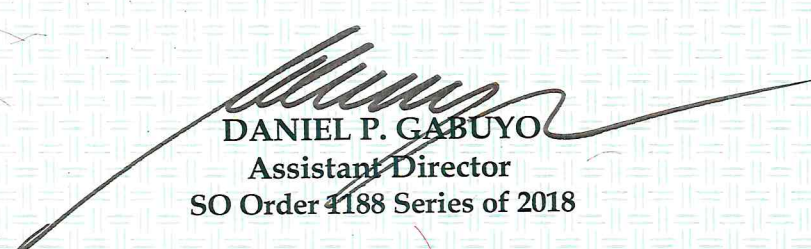
KNOW ALL PERSONS BY THESE PRESENTS:

THIS IS TO CERTIFY that the Amended By-Laws of the

**MINDANAO EDUCATORS MUTUAL BENEFIT
ASSOCIATION, INC.**

copy annexed, adopted on April 8, 2022 by majority vote of the Board of Trustees and on May 31, 2022 by the vote of at least two-thirds of the members of the association, and certified under oath by the Corporate Secretary and a majority of the said board was approved by the Commission on this date pursuant to the provisions of Section 47 of the Revised Corporation Code of the Philippines, Republic Act No. 11232, which took effect on February 23, 2019, and copies thereof are filed with the Commission.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City, 1209, Metro Manila, Philippines, this 29th day of May, Twenty Twenty Three.


DANIEL P. GABUYO
Assistant Director
SO Order 4188 Series of 2018

JS/lea

AMENDED BY LAWS
OF
MINDANAO EDUCATORS MUTUAL BENEFIT ASSOCIATION, INC.

ARTICLE I

MEETINGS

Section 1. Annual Meetings - The Annual meetings of the members shall be held on the Last Saturday of May of each year at the principal office of the Association or at a place as may be designated by the Board of Trustees.

Section 2. Special Meetings - Special meetings of the members may be called by the Chairman, or by majority of the Board of Trustees, or upon written request of at least one third (1/3) of the total number of members.

Section 3. Notices - Written notice of every annual or special members' meeting shall either be mailed or delivered to each member to his latest address on record with the Association, or published in a local newspaper of general circulation at least two (2) weeks prior to the date set for such meeting. The notice of every special meeting shall state briefly the purpose or purposes of the meeting.

Failure or defect in the notice shall not invalidate the annual or special meeting of the members or any of its proceedings thereat, if the business transacted at such meeting is within the powers of the Association and the majority of the members of the Association are present or represented at the meeting.

Section 5. Order of Business - The order of business at the annual meeting of the members shall be as follows:

- a. Proof of service of the required notice of the meeting;
- b. Proof of the presence of a quorum;
- c. Reading and Approval of the minutes of the previous annual meeting;
- d. Report of the president and/or officers;
- e. Ratification of the past acts of the Board and management;
- f. Unfinished business;
- g. Election of the Trustees for the ensuing year;
- h. Other matters;
- i. Adjournment.

The order of business at any special meeting shall be limited to those specified in the notice therefor, except when agreed upon by a majority of the members in attendance either physically or by proxy.

ARTICLE II

TRUSTEES

Section 1. Board of Trustees - The corporate powers of the Association shall be exercised, its business conducted and its property controlled by the Board of Trustees.

The Board of Trustees shall be composed of seven (7) members. (As amended on May 31, 2022).

Section 2. Qualifications - No member shall be eligible for election to the Board of Trustees unless he has the following qualifications:

- a. He is not delinquent in the payment of his regular and monthly dues;
- b. He always adheres to the rules and regulations imposed by the Association;
- c. He regularly attends the meetings of the Association;
- d. He actively participates in the projects and activities of the Association.

Section 3. Disqualification of Directors, Trustees or Officers - No member convicted by final judgment of an offense punishable by imprisonment for a period exceeding six (6) years, or a violation of the Code, committed within five (5) years prior to the date of his election or appointment, shall qualify as a trustee or officer.

Section 4. Term of Office of Trustees - The Trustees shall hold office for one (1) year and until successors are duly elected and qualified.

Section 5. Quorum - the Trustees shall act only as a Board, and the individual trustees shall have no power as such. a majority of trustees of the association, at the meeting duly assembled, shall be necessary to constitute a quorum for the transaction of business, and the act of the majority of a quorum so present shall be valid as a corporate act, but one or more trustees present at the time and place for which a meeting shall have been called may adjourn any meeting from time to time until a quorum shall be present. Trustees cannot attend or vote by proxy at board meetings.

Section 6. Vacancies - If any vacancy shall occur in the Board by any reason other than by removal by the members or by expiration of term, if still constituting a quorum, such vacancy may be filled by the vote of at least a majority of the remaining trustees, in a regular or special meeting called for that purpose.

A trustee so elected to fill a vacancy shall be elected only for the unexpired term of his predecessor in office and such trustee, irrespective of the period that he is to serve office, shall be considered to have served one (1) term.

Section 7. Place of Meeting - The Board of Trustees shall hold its meetings at the principal place of the association, or at such other place designated with the consent of majority of the Board.

Section 8. Election and Meetings - The Board of Trustees shall convene immediately after their election and shall elect among themselves the Chairman.

The Board of Trustees shall also elect among themselves or appoint the officers of the Association as provided for under these By-Laws provided that any two (2) or more positions may be held concurrently by the same person, except that no one shall act as president and secretary or as president and treasurer at the same time.

the Board of Trustees shall hold regular meetings at least once every quarter.

Special Meetings of the Board may be called by the Chairman or by written request of any four (4) trustees. Notices of all special meetings of the Board of Trustees shall be mailed to each trustee at his last known postal address, or delivered to him personally, or at his office, or transmitted by telegraph or telephone or by e-mail at least one (1) day prior to the date fixed for the meeting, and shall specify the time, date and place.

No notice need be given of regular meetings of the Board of Trustees held at a time and place previously fixed by said board.

Section 9. Allowance and per diem - The trustees of the Association shall not receive any salary, compensation, emolument or remuneration;

ARTICLE III

OFFICERS

Section 1. Officers - The Officers of the Association shall be the Chairman, Vice-Chairman, President, Vice-President, Secretary and Treasurer. The Association shall also have at the discretion of the Board of Trustees, such other executive officers as it shall deem necessary. Officers, other than the Chairman, Vice-Chairman, and the President, need not be trustees but must be a member of the Association in good standing. The Board may combine compatible offices in a single person.

Section 2. Term of Office - All officers of the Association shall hold office for one (1) year and until their successors are duly elected and qualified. If any vacancy shall occur among the officers of the Association, such vacancy shall be filled by the Board of Trustees.

The appointed officers of the Association shall serve at the pleasure of the Board of Trustees and may be removed by a vote of the majority of the Board of Trustees.

Section 3. Powers and Duties. - The Board of Trustees shall from time to time prescribe the duties of the officers in the management of the Association's properties and affairs where such powers and duties are not prescribed by these By-Laws.

Section 4. Chairman of the Board. - The Chairman of the Board of Trustees shall preside at all meetings of the board of trustees and members, and shall have and exercise such powers as may be conferred upon him by the Board.

Section 5. Vice-Chairman. - In the absence of the Chairman, the Vice-Chairman shall preside over the meetings of the Board and the members' meeting. In case of absence of both the chairman and the vice-chairman, the trustees present may elect from among themselves an acting chairman for the particular meeting.

The Vice-Chairman shall have such powers and perform such duties as may be prescribed by these By-Laws as well as those which the Board of Trustees may

determine. In the absence or temporary incapacity of the Chairman, the Vice-Chairman shall act as Chairman.

Section 6. President. - The president must be a member of the Board and the Association. He shall perform such duties as the Board of Trustees or the Chairman shall from time to time designate or require. In addition to such duties as may be imposed upon him by the Board of Trustees or the Chairman, he shall have general supervision, direction and control of the business, affairs and properties of the association, officers and employees. He shall have the general powers and duties of management usually vested in the office of the President of the Association.

He shall execute all contracts approved by the Board of Trustees, for and on behalf of the Association and countersign checks drawn by the treasurer.

He shall from time to time report to the Board of Trustees all matters within his knowledge which may affect the interests of the Association. He shall act according to his best judgment and discretion in matters requiring immediate action and which cannot properly be brought before the attention of the Board unless these powers in the particular regard are restricted by these By-laws or by any order or resolution of the Board.

Section 7. Vice-President - The Vice-President shall exercise such powers and perform such duties as may be prescribed by these By-Laws as well as those which the Board of Trustees may determine. In the absence or temporary incapacity of the President, the Vice-President shall act as President unless the Board appoints another trustee to fill in such position.

Section 8. Secretary - The Secretary must be a citizen and resident of the Philippines. He shall keep the minutes of all meetings of the members, of the Board of Trustees, and of all committees in a book or books kept for that purpose and shall furnish a copy of all minutes to the president of the Association.

He shall keep in safe custody the seal of the Association and shall affix such seal to any instrument requiring the same. The corporate seal of the Association so affixed.

The Secretary shall have charge of the membership book and such other books and papers as the Board of Trustees may direct. He shall attend to the giving and serving of all notices, and he shall have such powers and perform such other duties as pertaining or as are incident to his office, or as the Board of Trustees may from time to time prescribe. In the absence or temporary incapacity of the Secretary, the assistant Secretary shall act as Secretary.

Section 9. Treasurer - The Treasurer shall have charge of the funds, receipt and disbursements of the Association. He shall keep all moneys and other valuables of the Association in such bank or banks as the Board of Trustees may designate. He shall keep and have charge of the books of accounts. He shall also perform such other duties and functions as may be assigned to him from time to time by the Board of Trustees. He shall post a bond in such amount as may be fixed by the Board of Trustees.

ARTICLE IV

MEMBERS

Section 1. Qualifications for Membership. The Board shall determine the qualifications of an applicant for membership.

Membership shall be voluntary and upon application and approval by the board of trustees or by an official so delegated by the Board.

Such membership shall be effective on the date on which payment of the initial membership fee and the first monthly contribution are actually received by the Association. Persons qualified to become member shall be but not limited to the following:

- (1) All teaching and non-teaching personnel of public schools of the department of education, Technical Education and Skills Development Authority, private schools, colleges and universities.
- (2) Officers and Employees of the Association and their qualified dependents.
- (3) Officers and Employees of the subsidiaries and affiliates of the Association
- (4) Officers and Employees receiving regular monthly income from an institution or agency supervising or supporting teachers to uphold quality education whether public or private, accredited by and acceptable to the Board of Trustees.

ARTICLE V

BENEFICIARIES

Section 1. A member may designate any person or group of persons as his beneficiary or beneficiaries. In the absence of this designation, benefits and other amounts accruing to his estate will be disposed of according to the rules of succession.

Any member shall have the right at all times to change the beneficiary or beneficiaries or add another beneficiary or beneficiaries in accordance with such rules and regulations as the association may adopt, unless he has expressly waived this right in the membership certificate.

ARTICLE VI

SUSPENSION, EXPULSION AND TERMINATION OF MEMBERSHIP

Section 1. Suspension, expulsion and termination of membership shall be in accordance with the rules and regulations of the Association.

Any member of the Association may file charges against a member by filing a written complaint with the Secretary of the Association. The Board of Trustees shall call a special meeting of the members to consider the charges. The affirmative vote of majority of all the trustees of the Association shall be necessary to suspend a member. Provided that where the penalty is expulsion, the affirmative vote of majority of all the members shall be necessary to expel a member.

Section 2. Membership in the association shall be terminated upon any of the following grounds:

- (1) By the death of the member;
- (2) Failure to pay contribution for two (2) consecutive months;
- (3) Voluntary withdrawal;
- (4) Separation or severance of the member's from their employment unless they signify their intention of continuing their membership with the association and approval of the Board of Trustees;
- (5) Conviction by any court of justice of any crime involving moral turpitude;
- (6) Commission of an infraction or violation of the Association's policies, rules and regulations which is prejudicial to the interests of the Association, as determined by the Board of Trustees. Upon the termination of membership, the Board of Trustees shall declare the member concerned dropped from the membership book.

ARTICLE VII

FUNDS

Section 1. The funds and income of the Association shall consist of the following:

- (a) Membership fees, dues, assessments and contributions from members;
- (b) Investment earnings;
- (c) Insurance premiums;
- (d) Donations;
- (e) Trust and other funds;
- (f) Other earnings and income.

Section 2. Fees and Dues – Every member of the Association shall, in addition to the membership fee, pay dues and/or assessments that may be imposed by the Association from time to time.

Section 3. Disbursements – Withdrawal from the funds of the Association, whether by check or other instrument shall be signed by the Treasurer and countersigned by the President. If necessary, the Board of Trustees may designate other signatories.

Section 4. Fiscal Year – The fiscal year of the Association shall be from January 1st to December 31st of each year.

ARTICLE VIII

LIMITATIONS OF THE POWERS AND DUTIES OF THE BOARD OF TRUSTEES AND OFFICERS

Section 1. A Trustee or officer cannot delegate the performance or exercise of his powers or duties. Any such delegation of responsibility shall make him liable for any consequences that may be prejudicial to the interest of the Association.

Section 2. A Trustee or officer shall be liable for breaches of trust committed by a co-trustee or co-officer, if among other things his negligence provided the opportunity to commit the breach, or he fails to move promptly to compel his fellow trustee or officer to redress the breach.

Section 3. The powers and duties of the Board of Trustees and officers shall be subject to the provisions of the Association's manual of corporate governance.

Section 4. A Trustee or officer shall be liable for the commission or performance of any act considered to be prohibited acts as provided for under the next immediately succeeding article.

ARTICLE IX

COMMITTEES

Section 1. Election Committee – The Board of Trustees shall appoint the members of the Election Committee consisting of a chairman and two (2) members who shall be responsible in the planning of all activities relative to the election of the Board of Trustees. If any member of the committee shall refuse to serve, or neglect to perform his duty, or his office shall become vacant, the Board of Trustees may appoint a substitute in his place.

The Election Committee shall hold and take charge of the election of the Board of Trustees and shall be authorized to appoint deputies to assist them in the distribution, collection and counting of proxies during the annual general membership meeting. It shall have the authority to declare the winning candidates for the Board of Trustees.

Section 2. Nomination Committee – The Nomination Committee shall be composed of at least three (3) members of the Board of Trustees, one of whom must be an Independent Trustee.

The nomination committee shall establish guidelines in the determination of qualified candidates to the Board of Trustees or officers of the Association, and based thereon,

shall review and evaluate the qualifications of all persons nominated as candidates to the Board of Trustees, including the Independent Trustees and officers of the Association.

All nominees should be members in good standing with the association to qualify as candidates. The name of those qualified candidates shall be submitted to the election committee and the same shall be posted in the principal office of the association for at least three (3) days prior to the annual meeting, from among whom trustees of the Association for the ensuing year shall be elected.

If any member of the committee shall refuse to serve, or neglect to perform his duty, or his office shall become vacant, the Board of Trustees may appoint a substitute in his place.

Section 3. Audit Committee – The Audit Committee shall be composed of at least three (3) members of the board of trustees, one of whom must be an independent trustee, preferably with accounting and finance experience.

The audit committee shall provide oversight of the Association's internal and external auditors. It shall be responsible for the selection and evaluation of internal and/or external auditors. It shall monitor and evaluate the adequacy and effectiveness of the internal control system of the association.

If any member of the committee shall refuse to serve, or neglect to perform his duty, or his office shall become vacant, the Board of Trustees may appoint a substitute in his place.

Section 4. Remuneration or Compensation Committee – The Remuneration or Compensation Committee shall be composed of at least three (3) members of the board of trustees, one of whom must be an Independent Trustee.

The remuneration committee shall be responsible for setting up remunerations for all the members of the board, officers and employees of the association. It shall also recommend and monitor the level and structure of salaries and benefits.

If any member of the committee shall refuse to serve, or neglect to perform his duty, or his office shall become vacant, the board of trustees may appoint a substitute in his place.

Section 5. Other Committees – The Board of Trustees may create any other committees it deems necessary to carry out the functions of the board and the objectives of the association.

ARTICLE X

Corporate Seal

Section 1. Form - The corporate seal of the Association shall be in such form and design as may be determined by the Board.

ARTICLE XI

Amendments of the By-Laws

Section 1. Amendments - These by-laws, or any provision thereof, may be amended or repealed by a majority vote of the members and by a majority vote of the Trustees at any regular or special meeting duly held for the purpose.

Adopted this 25th day of May 2019 in the City of General Santos, Philippines, by the affirmative vote of the undersigned members representing a majority of the members of the Association in a special meeting duly held for the purpose.

Sgd.
JUAN ANDRE TERENCE R. LACSON
TIN 908-047-638

Sgd.
ENRIQUE JAIME C. QUEMA IV
TIN 186-172-786

Sgd.
JESSICA ANNE M. R.
LACSON-HIZON
TIN 203-121-701

Sgd.
MA. ARACELI R. CRISTOBAL-
SALAMAT
TIN 150-269-055

Sgd.
LEON JUSTIN I. VILLANUEVA
TIN 271-371-153

Sgd.
EUNICE C. LACSON
TIN 121-720-036

Sgd.
ELVIRA C. MONTERA
TIN 928-503-260

Sgd.
JENNIFER P. DANTES
TIN 916-191-555

Sgd.
ARNULFO V. LAYCO
TIN 213-811-070

Sgd.
VINCENT V. MOLINA
TIN: 194-875-869



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



1st ENDORSEMENT
31 August 2022

Respectfully endorsed to the Securities and Exchange Commission (SEC), Ground Floor, Secretariat Building, PICC Complex, Roxas Boulevard, City of Pasay, Metro Manila the attached amended Articles of Incorporation of **MINDANAO EDUCATORS MUTUAL BENEFIT ASSOCIATION, INC.** with the advise that the Insurance Commission has no objection to its registration with the Securities and Exchange Commission.

AMENDED ARTICLES OF INCORPORATION

THIRD: That the principal office of the Association is located at:

No./Street : Laiz Building, Narangita Street
corner Casquejo Street

City/Town : General Santos City

(As amended on May 31, 2022)

SIXTH: That the number of trustees of the Association shall be composed of seven (7) members *(As amended on May 31, 2022)*

This Endorsement should be submitted to the SEC by the applicant together with the same documents as presented to this Commission.

By Authority of the Insurance Commissioner:


FERDINAND GEORGE A. FLORENDO
Deputy Insurance Commissioner

ONCOLL PAYMENT SLIP

LAND BANK OF THE PHILIPPINES
ONCOLL PAYMENT SLIP

Date: 5-9-23

Please check the appropriate mode of payment:
☒ Cash ☐ Check ☐ Debit from Account

MERCHANT/AGENCY DEPOSIT ACCOUNT NUMBER: 3752 2220 44
 MERCHANT/AGENCY NAME: SEC REC
 current account

Reference Number 1: 20230508-7395231
 Reference Number 2: Mindanao Educators Mutual Benefit Association Inc.
 Reference Number 3 (Numeric):

Amount: 2,000

Teller's Validation: T2(DAISY N SONGC)
 05-09-2023 11:46 Trxn Seq. #: 50600
 SEC BTR ACCT CASH Payment
 3752-2220-44
 202305087395231
 MINDANAO EDU
 2,000.00

PAYOR: MINDANAO EDUCATORS MUTUAL BENEFIT ASSOCIATION INC
 DAVAO CITY

ONCOLL PAYMENT SLIP

LAND BANK OF THE PHILIPPINES
ONCOLL PAYMENT SLIP

Date: 5-9-23

Please check the appropriate mode of payment:
☒ Cash ☐ Check ☐ Debit from Account

MERCHANT/AGENCY DEPOSIT ACCOUNT NUMBER: 3752 2220 40
 MERCHANT/AGENCY NAME: SEC - BTR DGT

Reference Number 1: 20230508-7395231
 Reference Number 2: Mindanao Educators Mutual Benefit Association Inc.
 Reference Number 3 (Numeric):

Amount: 60.00

Teller's Validation: T2(DAISY N SONGC)
 05-09-2023 11:44 Trxn Seq. #: 29040
 SEC BTR CASH Payment
 3752-2220-40
 202305087395231
 MINDANAO EDU
 60.00

PAYOR: MINDANAO EDUCATORS MUTUAL BENEFIT ASSOCIATION INC
 DAVAO CITY

ONCOLL PAYMENT SLIP

LAND BANK OF THE PHILIPPINES
ONCOLL PAYMENT SLIP

Date: 5-9-23

Please check the appropriate mode of payment:
☒ Cash ☐ Check ☐ Debit from Account

MERCHANT/AGENCY DEPOSIT ACCOUNT NUMBER: 3402 2319 20
 MERCHANT/AGENCY NAME: SEC BTR ACCOUNT - LRT

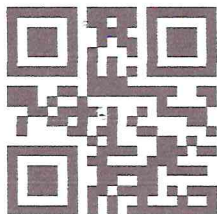
Reference Number 1: 20230508-7395231
 Reference Number 2: Mindanao Educators Mutual Benefit Association Inc.
 Reference Number 3 (Numeric):

Amount: 20.00

Teller's Validation: T2(DAISY N SONGC)
 05-09-2023 11:47 Trxn Seq. #: 30340
 SEC BTR ACCT CASH Payment
 3402-2319-20
 202305087395231
 MINDANAO EDU
 20.00

PAYOR: MINDANAO EDUCATORS MUTUAL BENEFIT ASSOCIATION INC

SECURITIES AND EXCHANGE COMMISSION
 APPROVED ON 5/19/23
 DATE CLAIMED 5/31/23
 REGISTRATION AND MONITORING DEPT.



Machine Validation:

VALID UNTIL: JUNE 22, 2023

Republic of the Philippines
DEPARTMENT OF FINANCE
SECURITIES AND EXCHANGE COMMISSION
 The SEC Headquarters
 7907 Makati Avenue, Salcedo Village,
 Barangay Bel-Air, Makati City, 1209

**PAYMENT ASSESSMENT FORM**

No. 20230508-7395231

DATE 05/08/2023	RESPONSIBILITY CENTER CRMD
PAYOR: MINDANAO EDUCATORS MUTUAL BENEFIT ASSOCIATION INC DAVAO CITY	

	NATURE OF COLLECTION	QUANTITY	ACCOUNT CODE	AMOUNT
	Amended By Laws		4020102000 (606)	1,000.00
	Amended Articles of Incorporation		4020102000 (606)	1,000.00
	Legal Research Fee (A0823)		2020105000 (131)	20.00
	Documentary Stamp Tax	2	4010401000 (4010401)	60.00
	----NOTHING FOLLOWS----			
TOTAL AMOUNT TO BE PAID				Php 2,080.00
Assessed by: jasubido		Amount in words: TWO THOUSAND EIGHTY PESOS AND 00/100		
Remarks:				

PAYMENT OPTIONS

- Online payment thru eSPAYSEC at
• <https://espaysec.sec.gov.ph>
- Over the Counter Payments at any LandBank branch nationwide

BREAKDOWN SUMMARY

FUND ACCOUNT	AMOUNT	ACCOUNT #
SEC RCC Current Account	2,000.00	3752-2220-44
SEC BIR - DST	60.00	3752-2220-60
SEC BTR Account - LRF	20.00	3402-2319-20
TOTAL	Php 2,080.00	

NOTES:

- The Payment Assessment Form (PAF) is valid until JUNE 22, 2023.
- Accepted modes of payment at Landbank branches:
 - Cash
 - Manager's/Cashier's Check payable to the Securities and Exchange Commission
- For check payment, please prepare separate Manager's checks per fund account as indicated on the breakdown summary.
- For over the counter payment at LandBank:
 - Print 2 copies of PAF, 1 Client Copy, 1 LandBank copy
 - Accomplish the onColl Payment slip per fund account as indicated on the breakdown summary. Use the correct Fund Account and Account No. and provide the below information:
 - Reference Number 1 - PAF No.
 - Reference Number 2 - Name of Payor appearing on the PAF
 - Present OnColl Payment Slip, together with the PAF, to the LandBank Teller
- You may generate the electronic official receipt (eOR) by visiting <https://espaysec.sec.gov.ph/eor>
 - Payment thru ESPAYSEC – eOR available upon payment
 - LandBank OTC - eOR available within two (2) business days after the payment

F. ANY ALTERATIONS WILL INVALIDATE THIS FORM



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
The SEC Headquarters
7907 Makati Avenue, Salcedo Village,
Barangay Bel-Air, Makati City, 1209

COMPANY REGISTRATION AND MONITORING DEPARTMENT

Good day!

Please be informed that the application for amendment of **MINDANAO EDUCATORS MUTUAL BENEFIT ASSOCIATION, INC.** has been approved.

Pursuant to SEC Notice¹ dated 23 June 2022 posted in SEC website, releasing of CRMD approved applications will be processed exclusively at SEC Robinsons Galleria Satellite Office. Thus, you may claim your Certificate on **May 31, 2023 from 10:00 AM to 06:00 PM** at **SEC Robinsons Galleria Satellite Office, 4th Floor, Robinsons Galleria, Ortigas Avenue, Ortigas, Center, Quezon City.**

1. Print out of proof of Appointment for Release of Certificate; and
2. Original copy of proof of payment (if the original copy of proof of payment was lost, please present an Affidavit of Loss and Authorization Letter);
3. Valid Identification Card; and
4. Authorization Letter, if not one of the incorporators/partners or applicant.

Thank you.

¹ <https://www.sec.gov.ph/notices/receiving-and-releasing-of-approved-crmd-approved-applications-on-sec-robinsons-galleria-satellite-office/>